



Tips for Electronic Reporting

- Gather the data needed before attempting to enter the information online. This will save time.
- If you work for a large agency (ex. Corrections, DHH, DOTD, DSS, LSU, etc.) or in a regional office of an agency, contact your main HR office before completing the report. The main HR office may require you to submit this information to them and/or may have further instructions for you.
- Use the “Comments” field to provide additional information. This field is limited to 500 characters.
- Once you click “Submit” at the bottom page, the report is completed and sent to Civil Service. If you do not click “Submit” the report will not be submitted. (Note: Only click “Submit” once; clicking more than once will send the report multiple times.)
- To confirm that the report was sent, check the “Sent Box” of your e-mail.
- The information you provide may be audited and/or reviewed by a Civil Service representative at any time.
- Send questions and related correspondence to DSCStrainingmanager@la.gov or contact Dwuena Wyre at 225-342-8274.